

OPERATIONS MANAGER – PUBLIC WORKS

DEFINITION

Under general direction, to plan, organize, and manage the activities of the Public Works department including landscape maintenance operations and activities, street maintenance and repair, traffic signal and street light repair and maintenance, drainage maintenance, and weed abatement; to provide highly complex staff assistance to the Director of Public Works and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a single-position classification. The incumbent reports to the Director of Public Works and has responsibility for providing daily supervision to Streets, Landscape and Lighting staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and supervises the activities of staff in the Public Works department
- Participates in the development and administration of the department budget
- Plans, coordinates, manages and supervises landscape, street, drainage, open space, traffic signal and street light repair and maintenance activities
- Plans and supervises the training of assigned staff in the proper use and safe operation of equipment and materials, and the accepted methods of performing maintenance duties
- Serves as safety coordinator for the department and is active in the City's safety committee
- Researches, assists in preparing, and monitors contracts and agreements with other departments and outside vendors; prepares specifications and contracts for services; reviews construction plans for compliance and completeness; acts as project manager for assigned projects
- Inspects in-house and contracted work in progress for compliance with policies and procedures, plans, specifications and standards of quality and safety
- Interprets and applies provisions of laws, rules and regulations related to division matters
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Coordinates Public Works activities with other divisions, departments, governmental agencies and outside organizations as appropriate
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Conducts staff and safety meetings
- Participates in Public Works' and City management meetings and works with managers and

staff to resolve policy, procedural or operational issues

- Prepares and maintains a variety of records, reports and correspondence related to division activities
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed

QUALIFICATIONS

Knowledge of

- Principles and practices of street maintenance and repair including pavement management systems; traffic signal and street light repair and maintenance; landscape construction and maintenance and general public works maintenance
- Proper use of pesticides
- Standard horticultural practices and plant care
- Equipment, tools, and materials used in the construction and maintenance of Public Works' facilities
- Principles and practices of safety management and training; occupational hazards and standard safety precautions necessary in the work place
- State and Federal regulation pertaining to the preservation of open space, creeks and other protected areas
- Basic provisions of the Clean Water Act (NPDES)
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent federal, state and local rules, regulations and laws
- Modern office procedures, methods and computer equipment

Skill in

- Planning, scheduling, supervising, reviewing and evaluating the activities of program areas within the Public Works department
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Coordinating department activities with other City departments and agencies as required
- Interpreting and applying federal, state and local policies, procedures, laws and regulations
- Developing, organizing and directing comprehensive landscape, street, and traffic signal and roadway lighting maintenance programs
- Preparing specifications and requests for proposals
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to division activities
- Preparing and administering a departmental budget

- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to an Associate's degree with major course work in business administration, management, engineering, construction technology or a closely related field AND five years of increasingly responsible, recent experience in public works maintenance and construction, including two years of supervisory responsibility. Significant project management and scheduling experience is preferred.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings. Incumbents will travel to various work sites throughout the city to inspect work, supervise crews and attend meetings which may involve exposure to traffic, weather conditions, above-average noise, machinery hazards, and herbicides/pesticides. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and field duties; lift light to moderately heavy weights; operate a motor vehicle. Manual dexterity to use standard office equipment, supplies and small tools, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.